

SECTION 3, COMPREHENSIVE STANDARD 3.4.1

The institution demonstrates that each educational program for which academic credit is awarded (a) is approved by the faculty and the administration, and (b) establishes and evaluates program and learning outcomes.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

(a) is approved by the faculty and the administration,

NGCSU's governing philosophy places great trust in its faculty and, accordingly, has always worked with the assumption that faculty, within departments would generate academic offerings and curriculum. The ongoing process that evaluates academic offerings, including both new course proposals and new program proposals, is structured through statutory committees of the faculty: the Academic Activities Committee and the Graduate Council (additional approval for graduate offerings), each of which meets monthly and is authorized by the NGCSU Faculty Senate.

Proposals for new academic programs go through a rigorous review process at both the institution level and at the Board of Regents. Institutional policy for development and approval of new programs may be reviewed at [\[1\]](#). This policy describes the lengthy and comprehensive procedure that must be followed for approval of new programs beginning with a needs assessment and preliminary proposal originating with the faculty in the relevant department, then approved by the Dean of the School, the President, Vice President for Academic Affairs, and Vice President for Business and Finance. The preliminary proposal is submitted to the Board of Regents for permission to proceed with a formal proposal. Upon the granting of such permission the academic department develops the formal proposal which is submitted to the Academic Activities Committee, a faculty senate committee, which must approve the proposal before it is sent on to the vice presidents and president for final institutional approval. Minutes of the Academic Activities Committee may be found at [\[2\]](#). Graduate programs have to be approved by another faculty statutory committee, the Graduate Council, before advancing to the

Academic Activities Committee. Minutes of the Graduate Council may be found at [3].

Board of Regents policy for approving new programs may be reviewed at [4].

It should be noted that during the System-mandated conversion from the quarter to the semester system in AY 1997, all existing programs at NGCSU were subjected to review and re-approval. Documents pertaining to semester conversion and approval of academic programs exist in printed / bound copy only and are located in the SACS library [5].

Academic Activities Committee

Purpose: The purpose of the Academic Activities Committee shall be to review and formulate academic policies for the University.

Composition: The committee shall be composed of each academic department head, the Dean of each school, the Director of the Division of Academic Support Programs, the Registrar, the Director of Admissions, the Director of Library Services, the Coordinator of Graduate Studies, one Senator appointed by the Senate Committee on Committees, four Faculty elected at large, and three student representatives. The Vice President for Academic Affairs shall serve as the Chair. Faculty members shall be from four different academic departments and shall not be department heads. They shall be elected for two-year terms.

Duties: The committee shall review and formulate admission requirements, academic regulations, and degree requirements, for all programs except for those at the graduate level. The committee shall be responsible for the approval of all new academic programs and course offerings, the appropriate hours of credit, and the catalog descriptions, when the academic policies affect undergraduate instruction.

Graduate Council

Purpose: The purpose of the Graduate Council shall be to guide the direction of the graduate program under the supervision of the President of the University and the Vice President for Academic Affairs. The Graduate Council shall review and formulate graduate academic policies for the University.

Composition: The Graduate Council shall be composed of the Director of Graduate Studies and External Programs and one graduate faculty member from each of the following programs: Education Specialist, Master of Education (from the Department of Teacher Education), Master of Public Administration, Master of Science in Community Counseling, Master of Science in Nursing, and Master of Science in Physical Therapy. Graduate faculty from the departments that do not house the degrees above shall collectively elect one representative. The Director of Graduate Studies and External Programs will conduct this election. The graduate program with the largest number of students, as measured by full-time equivalency standard, shall have one additional graduate faculty representative. The Senate Committee on Committees shall appoint one Senator who is a graduate faculty member. The Graduate Student Senate shall select one graduate student representative. A department that is petitioning for a new graduate degree program may select a graduate faculty member to serve on the Graduate Council in a non-voting capacity. The Chair of the Graduate Council shall be the Director of Graduate Studies and External Programs. The Vice President for Academic Affairs and the Registrar or the Registrar's designee shall serve in a nonvoting capacity.

Duties: The Graduate Council shall be responsible for establishing academic policies for the graduate program. The council shall review and approve new program proposals as well as proposed revisions in the existing program. After approval by the Graduate Council new proposals that also affect undergraduate instruction will be forwarded to the Academic Activities Committee for

approval of those provisions that affect undergraduate instruction. The Graduate Council shall institute criteria for Graduate Faculty status and a process for selection of Graduate Faculty.

THE STATUTES

NGCSU Statutes [6] govern certain responsibilities affected by this criterion, such as the Vice President for Academic Affairs' supervision of academic instruction (Article IV, Sections 1 and 2).

The VPAA directs faculty, through the four Deans of Arts & Letters, Education, Business & Government, and Health & Natural Sciences, to offer a curriculum in accordance with Board of Regents' requirements for academic areas A-F [7] (undergraduate core curriculum plus courses in the major).

and (b) establishes and evaluates program and learning outcomes.

NGCSU's responses to Core Requirement 2.5 and Comprehensive Standard 3.3.1 already cover much of the material required here.

Academic departments evaluate both program and learning outcomes for their degree programs, as appropriate for their disciplines. Graduation rates, licensure pass rates, job placement rates, and employer satisfaction are examples of program outcomes evaluated and tracked, while the degree to which students attain desired learning outcomes are tracked by such measures as ETS Major field tests in Business Administration and Biology, Praxis II exams in Education and related fields, and pass rates on the Regents' exam and research papers in ENGL 1102 for General Education assessment. Licensure rates are a program outcome tracked for Licensed Professional Counselors in our Masters in Community Counseling program, as well as for Nursing, Physical Therapy, and Teacher Education. Some examples of the establishment and evaluation of program and learning outcomes are listed below, while additional examples may be found in the assessment reports referenced below.

Program	Program Outcome	Learning Outcome	Measure
Biology	Student involvement in research		Completion of research projects
Biology		Critical thinking	ETS Major Field Test results
Biology		Proficiency in laboratory skills	Survey pre/post
Business Admin Accounting majors		Operational knowledge of accounting	ETS Major Field Test
Business Admin all		Analysis & communication skills	Capstone written project
Business Admin all		Broad business perspectives	ETS Major Field Test
Business Admin all		Ethical decision makers	Locally-developed ethics exam
Chemistry		Chemical Knowledge and critical thinking skills	ETS Major Field Test
Fine Arts Education (Music & Art)	Students prepared to enter teaching field		Praxis teaching licensure exam
Music Education		Knowledge of art theory	Music theory exit exam
Physical Education		Research skills	Student opinion survey
Physical Education		Ability to teach diverse students	EBI alumni survey
History		Social Studies Content	Praxis test results
History		Broad understanding of certain sub-fields	Writing assignment
Foreign Language		Speaking & Listening skill	Oral exam, oral presentation
Foreign Language		Vocabulary, grammar, and syntax	Test, composition, other scores analyzed

As stated in the narrative for Core Requirement 2.5 and Comprehensive Standard 3.3.1, additional examples of unit and program assessment results as well as improvements made based on those results for the three-year period from July, 2003, through June, 2005, may be found in the Table of 3-Year Assessment Reports [8]. More detailed assessment reports for the academic and fiscal years ending 2000-2003 may be found on the SACS Institutional Assessment website [9], while assessment reports for years ending 2004-2006 may be found in the TracDat Assessment Impact Report [10].

Minutes of the Institutional Effectiveness and Assessment (IEA) Committee, the committee overseeing all departmental assessment [11], are also available online on the Institutional Effectiveness website.

Document Reference:

Number	DB Num	Document Title	Resource
1		Academic Affairs Policies & Procedures: Program Development	http://www.ngcsu.edu/vpaa/policyprocedurehandbookhome_files/Program_Development.pdf
2		Committee Minutes: Academic Activities	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_comm_min_6.htm#Academic
3		Committee Minutes: Graduate Council	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_comm_min_6.htm#graduate
4		Board of Regents Academic Affairs Handbook, Section 2.03.02: New Academic Programs	http://www.usg.edu/academics/handbook/section2/2.03/2.03.02.phtml
5		Semester conversion and approval of academic programs documents	Hard copy available in SACS Library
6		NGCSU Statutes	http://www.ngcsu.edu/resource/irp/statutes.pdf
7		Board of Regents Academic Affairs Handbook, Section 2.04: Core Curriculum Principles and Framework	http://www.usg.edu/academics/handbook/section2/2.04/2.04.phtml
8		Table of 3-Year Assessment Reports	http://www.ngcsu.edu/sacs/Reference_Room/documents/Institutional_Assess/Assessment_3yrs_Reports/List_Assessment_Rpts.pdf
9		Assessment reports 2000-2003	http://www.ngcsu.edu/sacs/Reference_Room/documents/inst_assess_7.htm#assessments
10		TracDat Assessment Impact Reports 2004-2006	http://www.ngcsu.edu/sacs/Reference_Room/documents/Institutional_Assess/AssessmentImpactAll.pdf
11		IEA Committee	http://www.ngcsu.edu/resource/irp/irphome/Co

Number	DB Num	Document Title	Resource
		Minutes	mmittees/IEA%20Committee/ieacommittee.shtml